

# CITY OF SHOW LOW

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## Accident Review Board Policy

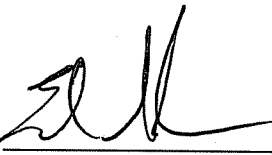
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CITY OF SHOW LOW

# Accident Review Board Policy

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Approved by



Ed Muder, City Manager

Date:

3/11/15

Approved by



Stephanie McQuillan, HR Manager

Date:

3/9/15

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This document replaces previous versions.

City of Show Low  
180 N 9<sup>th</sup> Street, Show Low, AZ 85901  
Phone 928.532.4001 • Fax 928.532.4009

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# Accident Review Board Policy

## Purpose

The purpose of this policy is to establish a peer panel (Board) of City employees for reviewing equipment-related accidents, equipment abuse, near miss incidents (when required), and work place bodily injuries. The panel will determine cause and preventability only. The Board will fact-find and recommend preventative measures, additional training, or modification of equipment to prevent reoccurrence in similar situations.

## Objective

The objective of the panel accident review process is to systematically identify root causes of employee injury, equipment damage, or any other qualifying event, and to recommend the appropriate organizational or individual preventative action(s).

## Policies

The Accident Review Board (ARB) members will consist of employees whose job description involves general safety responsibilities or significant on-the-job driving to perform their duties as follows:

1. Non-Rotating Members
  - Public Works Operations Manager
  - Human Resources Manager
  - Police Department Administrative Sergeant
  - Administrative Services Director
  - Safety/Loss Control Coordinator
2. Rotating Members appointed to two year terms
  - Public Works Employee (1)
  - Community Services Employee (1)
  - Sworn Police Department Employee (1)
  - Non-Administrative City Employee (1)

The ARB will be chaired by the Safety/Loss Control Coordinator. All members are subject to the approval of the City Manager. Any member of the ARB who is disciplined for an incident subject to ARB review shall be removed from the ARB, replaced by an alternate and be ineligible to serve on the ARB for one year following the disciplinary action. Any ARB members who are involved in an accident and not disciplined for the accident will be expected to report fully on cause(s) and preventability factors of that accident.

The ARB will only review Qualifying Incidents, near misses will not be reviewed unless the Near Miss form indicates ANALYSIS RECOMMENDED. ARB review focuses on incident preventability and NOT on fault or liability. Incident preventability is determined in general by departmental training, legal and recognized operational safety standards. In respect to general safety and health related incidents the board shall utilize and incorporate the appropriate resources. If in

the course of the ARB incident review there is a change in the reporting of facts from what was reported in the original incident report, that information shall be passed on to the employee's supervisor and the focus will return to specific incident preventability.

Before the ARB assembles to review any Qualifying Incident, the investigation of that incident must have already taken place. The employee's supervisor is responsible to determine employee culpability, lack of culpability, apply appropriate discipline or apply no discipline in the post-incident investigation. If this disciplinary investigation **has not yet been completed** the incident review will be scheduled at the following month's ARB. The ARB is preventative in measure and usually functions after a disciplinary determination has been made by the employee's supervisor immediately after the incident has occurred.

All Qualifying Incidents shall be reported to the ARB through the Safety/Loss Control Coordinator. The Safety/Loss Control Coordinator is responsible to review and determine if involved employees should be present or if a written report to the ARB is sufficient.

The employee's supervisor shall fully inform the employee of the ARB's purpose and procedures as cited in City Policy. The employee and the employee's supervisor will attend the ARB meeting; the employee and supervisor shall be excused from the meeting during the ARB deliberations on preventability. The Safety/Loss Coordinator and City Manager will determine which Police incidents are eligible for ARB review. When appropriate, Police employees will be given a Notice of Investigation (NOI).

## **Responsibilities**

It is incumbent of every member of this organization to promote and cultivate a culture of safety within the City of Show Low. All employees are expected to work safely and ensure that all safety rules and regulations are observed by themselves and others. It is the obligation of every employee to address and report unsafe conditions and actions.

ARB Chairman (Safety/Loss Control Coordinator):

- Conducts preliminary investigation and provides information to the ARB. The preliminary investigation and gathering of information may be delegated to any board member based on special knowledge, workload or other criteria.
- Prepares agenda for the ARB meeting, determines if employees are required to attend and notifies the employee(s), employees' supervisors, and ARB members in advance as to when and where the meeting will be held.
- Reschedules meeting if employee cannot attend for valid reasons.
- Provides a copy of the ARB findings and accident risk categorization described in Section 8 below, to the employee, and the respective Department Manager and Human Resources within one week after the review.
- Regularly reviews trends and recommends training and/or policy & procedure changes to the Department Managers, Human Resources, and/or City Manager.
- Prepares and submits a brief statistical review of the Board's activity to the City Manager for each Fiscal Year.

#### Employee

- Attends the meeting if required, and provides a full oral explanation of the incident detailing the circumstances while clearly and succinctly identifying preventability; and identifying ways to avoid similar incidents in the future.
- Notifies ARB Chairman if unable to attend the meeting so the review can be rescheduled.

#### Department Manager

- Where applicable, selects department's representative, and an alternate, for the ARB.
- Communication and implementation of ARB recommended opportunities to improve safety.

#### Review Board

- Reviews the facts of an incident and determines preventability.
- Exercises reasonable judgment to determine safety and loss prevention recommendations to avoid future incidents for the specific employee, other applicable work groups and the organization.
- Utilizes root cause analysis to evaluate the incident and prepare written recommendations to increase overall safety.
- Upon appointment, members will sign a letter of confidentiality regarding all board activities and will abide by that agreement regarding all board actions.

### **Program/Process Controls**

The Safety/Loss Control Coordinator will monitor the overall process to be sure the proper information is available to the ARB in order to make informed unbiased decisions. Annually or as required, the ARB members will review this policy for any language and wording changes that may be necessary.

### **Procedures**

- 1) Fact-find by examining the circumstances of each incident individually, including the applicable risk factors, employee actions, supervisor actions, environmental conditions and applicable laws, best practices and City policies.
- 2) Reach a consensus based on the facts presented, including any aggravating and mitigating circumstances, as to preventability and recommended Opportunity to Improve Safety (OIS). If no consensus is reached, then a vote will occur to determine preventability and OIS status. The Safety/Loss Coordinator will act as tiebreaker if necessary.
- 3) Place the incident into one of four categories described in Section 8, and will make specific safety and loss prevention recommendations for the Root Cause Analysis Action Plan for future avoidance. Each ARB member is expected to exercise reasonable judgment and flexibility in any and all cases and recommendations.

## Definitions

The following definitions of terms are provided for clarification and to assist the members of the ARB in understanding the nature and scope of their responsibility.

- **“Qualifying Incident”** is any event that results in a reportable injury or property damage (in excess of \$100).
- **“Reportable injury”** is any injury in which the employee or person sought medical attention from a medical professional. First aid is generally not considered a reportable injury.
- **“Near Miss”** – a safety incident, injury, unsafe condition or property damage that almost happened or could happen.
- **“Equipment-Related Accident”** is any unplanned occurrence involving damage to City mechanized equipment or vehicles, private or public property, or involving injury (apparent or non-apparent) to persons involved. Ordinary wear and tear given the assigned usage of the vehicle is generally excluded.
- **“Equipment Abuse”** is damage done to any vehicles or mechanized equipment which is caused by deliberate or negligent actions involving operation or placement of such mechanized equipment.
- **“Bodily Injury”** is injury to any employee or other party which requires treatment by a medical professional.
- **“Property Damage”** is any tangible damage to City or a third party’s property and/or equipment.

## Accident Risk Categories

The Accident Risk Categories listed below are provided as a tool to help classify the severity of the incident to assist the Human Resources Department and Department Managers throughout the City to understand safety and risk environments.

### REQUIRED ACCIDENT RISK CATEGORIES

A.	First accident, minor in nature, involving no injuries of any kind, and cumulative damages less than \$2,000.
B.	Multiple accidents within a three-year period beginning with the date of the first chargeable accident.
C.	Accident that results in bodily injury and/or property damage excess of \$2,000.
D.	Accident involving a lack of safety awareness and/or attention to City policies and procedures.
E.	Accident involving unreasonable safety conduct and/or disregard of City policies and procedures.
F.	Accident involving fault of party other than the City.

